

Heritage Pointe Master Association Procurement Policy

Recommended by Finance Committee: April 20, 2023

Adopted by Master Association Board of Directors: April 27, 2023

1. Purpose

Heritage Pointe Master Association (“HPMA”) board makes every effort to ensure that goods and services purchased for HPMA are obtained in a cost-effective manner and provide for the efficient, effective use of HPMA funds.

This policy shall apply to purchases in excess of \$10,000.00 made by employees, directors, or agents (together, “HPMA Purchasers”). All HPMA Purchasers are responsible for bringing requirements to the attention of the HPMA Board, and ensuring that contractors and vendors perform in accordance with the terms, conditions and specifications of their contracts.

2. Code of Conduct

- A. HPMA Purchasers shall not participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest. Such a conflict arises when:
 - i. The HPMA Purchaser; any immediate family member (spouse, child, parent, parent-in-law, sibling, or sibling-in-law); partner; or an organization that employs, or is about to employ, any of the above has a direct or indirect financial interest in or will receive a tangible personal benefit from a firm or individual considered for the contract award.
 - ii. A relationship HPMA has with a parent, affiliate, or subsidiary organization involved in the transaction that is, or appears to be, unable to be impartial.
- B. HPMA Purchasers shall not solicit or accept gifts, money, gratuities, favors, or anything of monetary value in excess of \$50.00 from vendors providing goods or performing services for HPMA.

3. Procurement Requirements and Considerations

- A. Competition. Procurement shall be conducted in a manner that provides, to the maximum extent practical, full and open competition.
 - i. Avoid noncompetitive practices that may restrict or eliminate competition
 - ii. Do not intentionally split a single purchase into two or more separate purchases to avoid dollar thresholds that require more formal procurement methods.
 - iii. Do not exclude contractors by drafting specifications, requirements, statements of work, which preclude contractors from competing.
- B. Signing Authority / Multiple Bid Requirements
 - i. HPMA Purchasers shall adhere to the signing authority and multiple bid quote

thresholds listed in Appendix 1 below.

4. Compliance with this Policy

HPMA Purchasers shall maintain oversight to ensure that contractors and vendors perform in accordance with the terms and specifications of contracts or purchase orders.

Appendix 1

Standard Requirements for Procurement

1. Purchases over \$10,000.00 below require prior approval by the Heritage Pointe Master Association Board
2. These standards do not apply during emergency situations

Threshold	Signature(s) Required	Requirements	Considerations
\$10,000.00 to \$25,000.00	HPMA Purchaser	Written quote including cost estimate and scope of work; Board approval	Quality, on time completion
\$25,001.00 to \$100,000.00	HPMA Purchaser plus President or Treasurer	Written quote including cost estimate and scope of work from at least two qualified vendors	Bonding / Insurance naming Heritage Pointe Master Association
\$100,001.00 +	President & Treasurer	Written quote including cost estimate and scope of work from two to three qualified vendors Bonding / Insurance naming Heritage Pointe Master Association	Include scope of work and specification information sufficient for bidders to respond to the same specifications Indicate status (corporate / LLC / or individual)